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16 February 1956

MEMORANDUM FOR THE RECORD

SUBJECT : Project Transportation

REFERENCES : a. [redacted] dated 10 February 1956
b. [redacted] dated 14 February 1956

1. We discussed the problem raised in reference a. with [redacted] Transportation/Logistics, on 14 and 15 February 1956.

2. Motor Pool service is available during normal duty hours Monday through Friday, and stand-by Motor Pool service is available during non-duty hours, seven days a week. Conversation with [redacted] indicated that it may be possible to pre-schedule transportation requirements several hours in advance each day and if immediate scheduling is then made with the Motor Pool dispatcher, it is anticipated that there should be little or no trouble in securing desired transportation. It is also indicated by [redacted] that the probable number of round trips per day for the next several months may not exceed approximately four; with the complete deployment of Detachment A and assuming a normal operational program, it is anticipated that the number of round trips necessitated will amount to approximately 6 per day.

3. During normal duty hours transportation may, of course, be scheduled with the Motor Pool dispatcher. After 1715 hours, and on Saturday, Sunday and holidays, transportation can be scheduled with the Agency Staff Duty Officer. After duty hours, transportation should be available, in almost all instances, except possibly during the hours 2330 to 2400 hours and 0500 to 0545 hours. These particular hours may vary somewhat from day to day inasmuch as these periods involve the relief of one chauffeur by another. There are also certain scheduled runs which must be made during non-duty hours as follows:

Daily: 2200 to 2400 hours.
0500 to 0700 hours.
0600 to 0800 hours.

Saturday, Sunday and holidays, the above schedule plus a run from 2300 to 0100 hours. During these scheduled runs, however, there is another chauffeur available and barring unusual conditions, this second chauffeur should be available for any calls which we might make upon him.

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4. Material is no problem insofar as the Transportation Division is concerned and [redacted] offers the use of a vehicle at any time during non-duty hours - subject only to our providing the necessary qualified driver. As a matter of further information, Transportation Division is now employing civilian chauffeurs at an annual salary of approximately \$3,500 per chauffeur; round-the-clock coverage with one chauffeur on duty could thus run to approximately \$17,500 annually (5 times \$3,500).

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5. It is recommended that every attempt be made by [redacted] to schedule transportation on a daily basis as soon as the need for such transportation can be firmly established. Even on short notice transportation requirements, the Meter Pool or the Agency Staff Duty Officer should be called and a requirement made for such transportation. If Agency transportation should, for some reason, not be available, it is then recommended that alternate means of transportation be utilized -- taxi cab or private vehicle. It is felt that initially our requirements for transportation may be small and that if this solution does not stand up under trial, suitable arrangements can then be further explored with the Transportation Division.

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[redacted]
Personnel Officer

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